

## **STATE OF DELAWARE DEFERRED COMPENSATION PROGRAM**

### **IMPORTANT NOTICE TO PERSONS APPLYING FOR QUALIFIED MILITARY SERVICE MAKE-UP**

A participant who is called up to active duty in the United States military is eligible to make Qualified Military Make-Up deferrals to the State of Delaware Deferred Compensation Plan in an amount that they could have deferred to their Plan account had their employment with the State not been interrupted by military service. The total amount eligible for Qualified Military Make-Up deferrals is determined for each calendar year during which military service occurred. You may begin to make Qualified Military Make-Up deferrals in the calendar year that you return to employment with the State however, it may be more advantageous for you to delay Qualified Military Make-Up deferrals until January of the calendar year following the year you return to employment with the State.

Step 1. Determine your maximum Qualified Military Make-Up deferral amount by completing the following chart.

- Enter the period of military service for each calendar year on separate lines in Columns 1 & 2. For example, for service between 10/01/2000 and 04/01/2002, enter 10/01/2000 to 12/31/2000 in Row 1, 01/01/2001 to 12/31/2001 in Row 2 and 01/01/2002 to 04/01/2002 in Row 3.
- Count the number of weeks for each calendar year of military service and enter in Column 3.
- Enter the amount of contributions, other than Qualified Military Make-Up deferrals, you have made to a deferred compensation plan during each applicable year of military service, if any, in Column 4. Enter TBD in the year your military service ended if you wish to begin Qualified Military Make-Up deferrals in that year.
- Maximum permissible contributions, to be entered in Column 4, are as follows:
  - 2006-\$15,000 or 100% of salary, whichever is less. In year 2006, you may add \$5,000 to your maximum permissible contribution if you were at least age 50 prior to the end of 2006.
  - 2007-\$15,500 or 100% of salary, whichever is less. In year 2007, you may add \$5,000 to your maximum permissible contribution if you were at least age 50 prior to the end of 2007.

- 2008-\$15,500 or 100% of salary, whichever is less. In year 2008, you may add \$5,000 to your maximum permissible contribution if you were at least age 50 prior to the end of 2008.
- Enter the maximum amount of Qualified Military Make-Up in Column 6 (Column 5 minus Column 4).

Total compensation from the State for the 12 months immediately prior to the commencement of your military service.     \$\_\_\_\_\_

Column 1	2	3	4	5	6
Date military service began	Date military service ended	Week of military service	Amount contributed to Plan	Maximum contribution	Maximum amount of Qualified Military Make-Up
	Total			Total	

Step 2. Determine the period during which you may make Qualified Military Make-Up deferrals by completing the following formula:

Qualified Military Make-Up deferrals may be made for a period equal to 3 times the period of your military duty, not to exceed 5 years.

- Total Weeks of military service 1. \_\_\_\_\_
- Multiply Line 1 by 3 2. \_\_\_\_\_ X 3= \_\_\_\_\_
- Enter the result of line 2 or 260, whichever is smaller 3. \_\_\_\_\_

You may make Qualified Military Make-Up deferrals for a period of time not to exceed the number of weeks on line 3. For example, if line 3 is 140, you may make Qualified Military Make-Up deferrals for 140 weeks (70 payroll periods).

Step 3. Determine the amount of Qualified Military Make-Up deferrals that you have remaining by completing the following formula.

- Total maximum amount of Qualified Military Make-Up 1. \_\_\_\_\_
- Amount of Qualified Military Make-Up deferrals used in prior years 2. \_\_\_\_\_
- Maximum Qualified Military Make-Up that may be used (subtract Line 2 from Line 1) 3. \_\_\_\_\_



## Qualified Military Service Make-Up

### Personal Data

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Work Telephone Number

\_\_\_\_\_  
Agency or School District

I understand the following provisions of the State of Delaware Deferred Compensation Plan:

1. My actual compensation during the 12 month period preceding the qualified military service is used to determine the maximum Qualified Military Make-Up amount.
2. The time limit for making Qualified Military Make-Up deferrals is the lesser of (a) the period of qualified military service times three, or (b) five years.
3. I am responsible for assuring that my deferrals comply with the applicable limitations.
4. Qualified Military Make-Up deferrals may be made in addition to regular deferral amounts and other catch-up deferrals I may be making.

### Deferral Overview

Regular Deferrals (not to exceed annual limit) \$ \_\_\_\_\_

Qualified Military Service Make-Up deferrals (line 3, step 3) \$ \_\_\_\_\_

Recapture Deferrals (not to exceed annual limit) \$ \_\_\_\_\_

Age 50 and over catch-up deferrals (not to exceed annual limit) \$ \_\_\_\_\_

Total Deferrals in \_\_\_\_\_ (current year) \$ \_\_\_\_\_

### Authorization

I hereby elect \$ \_\_\_\_\_ as my per pay cycle deferral amount. I anticipate that this rate will be sufficient to meet my total deferrals as determined above.

I attest that the information provided on this form is true.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

Submit your completed forms to Leighann Hinkle, Office of the State Treasurer, 820 Silver Lake Blvd, Suite 100, Dover, DE 19904. If you have questions you may call the Office of the State Treasurer at 302-672-6705.

